



Fire Prevention Office
 Allentown Fire Department
 Office 610.437.7758
 Fax 610.437.8781

**FAMILY CHILD CARE AND GROUP DAY CARE
 APPLICATION FOR ANNUAL PERMIT AS REQUIRED BY THE FIRE PREVENTION CODE**

Application is hereby made for a permit and/or certification to conduct, perform, engage in, or occupy any of the operations, processes, activities, or structures as provided for in Section 105 of the City of Allentown Fire Prevention Code. By this application, it is agreed that the occupancy will comply with all applicable ordinances and regulations. It is further agreed that said occupancy shall be open to inspection by the Allentown Fire Department.

INSTRUCTIONS: Make check or money order payable to the City of Allentown. **DO NOT SEND CASH.** Send the permit/inspection fee along with the completed application to **Allentown Fire Prevention, 435 Hamilton Street, Room 425, Allentown PA 18101.**

PERMITS ARE NOT TRANSFERABLE. *** Permit and inspection fees not paid within thirty (30) days shall be subject to an added ten (10) percent late charge, to cover the added costs of collection.***

ASSOCIATED PERMIT TYPE AND PERMIT FEES ATTACHED.

COMPLETE ALL APPLICABLE INFORMATION

Daycare Name					
Name of Person Responsible					
Address					
City, State, Zip Code					
Business Phone Number					
Emergency Phone Number					
Business Email Address					
Name of Property Owner					
Phone Number of Property Owner					
Type of Home (circle):	Detached	Twin	Row	Townhouse	Condo
	Other				
Location/floor of Restroom					
Number of floors (do not include basement):	1	2	3		
Is the Basement Finished (circle):	Full	Partial	Unfinished		
What type of heat: (circle):	Forced Air Pump	Water Baseboard	Electric Baseboard	Heat	
	Radiator	Woodstove	Coat Stove	Convection Air	
	Other				
Heating Fuel (circle):	Natural Gas	Fuel Oil	Electric Propane	Coal	Solar
	Wood				

Permit Class / Daycare Size

Permit Class / Daycare Size	Permit Period	Permit Fee	Daycare Safety Certification Class
Class C - 7 - 12	1 Year	\$65.00	\$75.00
Class D - 4 - 6	1 Year	\$60.00	\$50.00

Please review and complete the checklist on the back of this page and return it with this completed application and payment.

**ALLENTOWN FIRE DEPARTMENT
INSPECTION CHECKLIST
FAMILY CHILD CARE AND GROUP DAY CARE**

In an effort to streamline the inspection process for your facility and the inspecting Fire Marshal we have included some guidelines specific to your business to help you prepare before the inspection to ensure you receive a passing inspection and **avoid multiple visits for any violations**. Please use the checklist below before returning the application and payment.

Family Class Child Care applies to 4-6 children as defined in Title 55.

Group Child Care applies to 7-12 children as defined in Title 55.

What floor is the daycare located in your home?
What floor is the restroom located in your home?
What type of heat is in your home?

The International Fire Code (IFC) 2018 Edition has been adopted by the City of Allentown. Fire codes listed are not a comprehensive list and do not encompass all applicable codes. The noted code sections are commonly encountered and generally applicable for this inspection type.

	IFC 603. Heating System Serviced per guidelines. Gas-2 Yr., Oil 1 Yr. Maximum Intervals
	IFC 315. Storage practices in compliance. All combustibile storage away from furnace or baseboard heat.
	IFC 604. Occupancy free from obvious electrical/extension cord hazards.
	IFC 1104. Number of exits in compliance and accessible.
	Doors and escape windows unblocked and usable.
	Cooking areas clean and safe.
	No smoking permitted when children are present.
	IFC 907.2.102. Smoke detectors on every floor level / bedroom and operable.
	IFC 1103.9. Carbon monoxide alarms shall be installed in any childcare building where there is a possible source for carbon monoxide on every level.
	IFC 405. Fire drills practiced and records kept, 4 per year minimum for family day care and 60 days for group daycare.
	IFC 901.6 & 906.2. Fire extinguishers installed and tested per code.
	IFC 5701. Flammable liquid storage within guidelines, none in the basement.
	IFC 603.4.2.3.4. Propane tanks prohibited in home.
	Safety program for lighters, matches, and candles.
	Total number of infants under 1 year old may not be over 2 in family childcare home.
	Total number of children under 3 years old may not be over 5 in family childcare home.
	Approved fire safety plan on site.
	IFC 505.1. Address visible from the street.

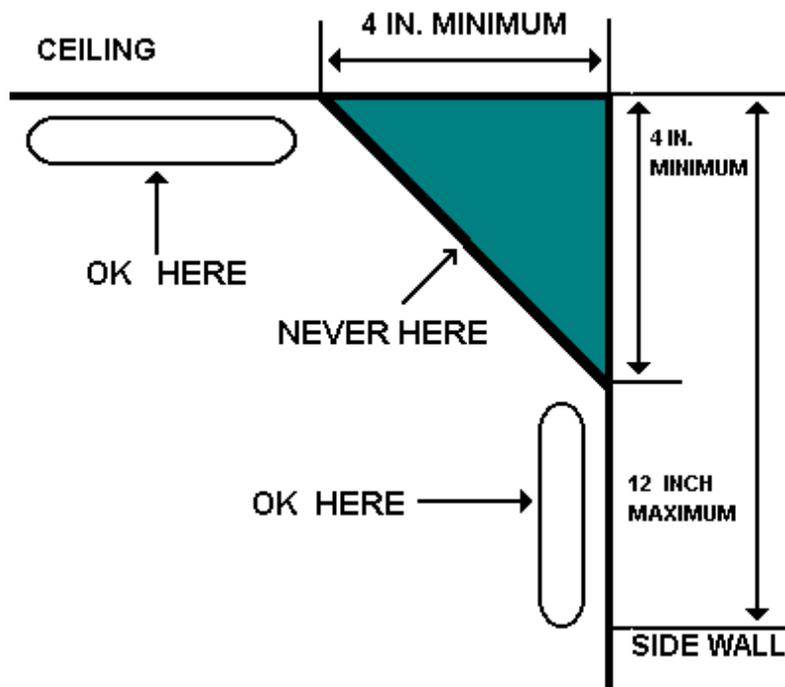
Return with yearly permit payment to the Fire Prevention Office

Family or Group Day Care Inspection Checklist:

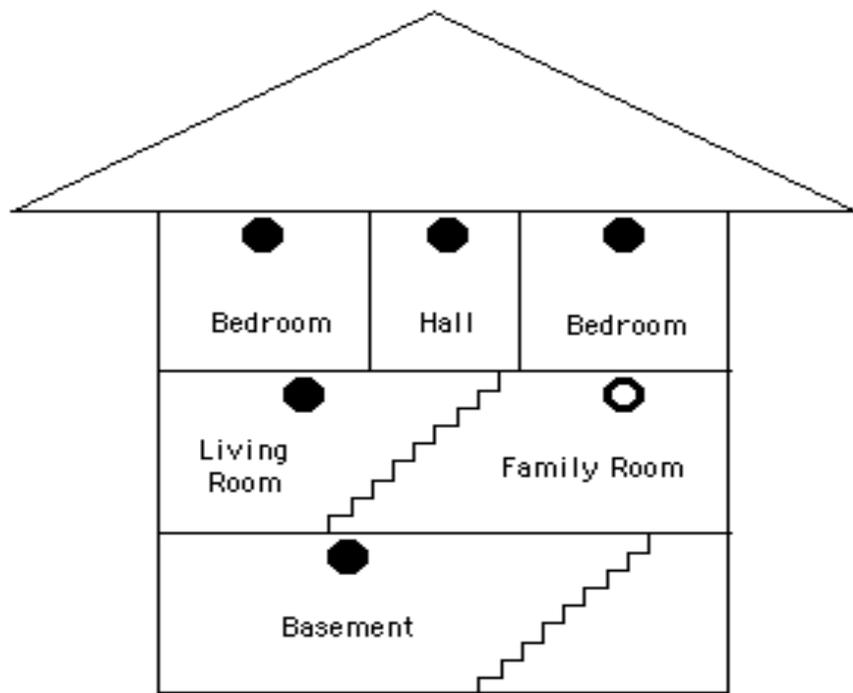
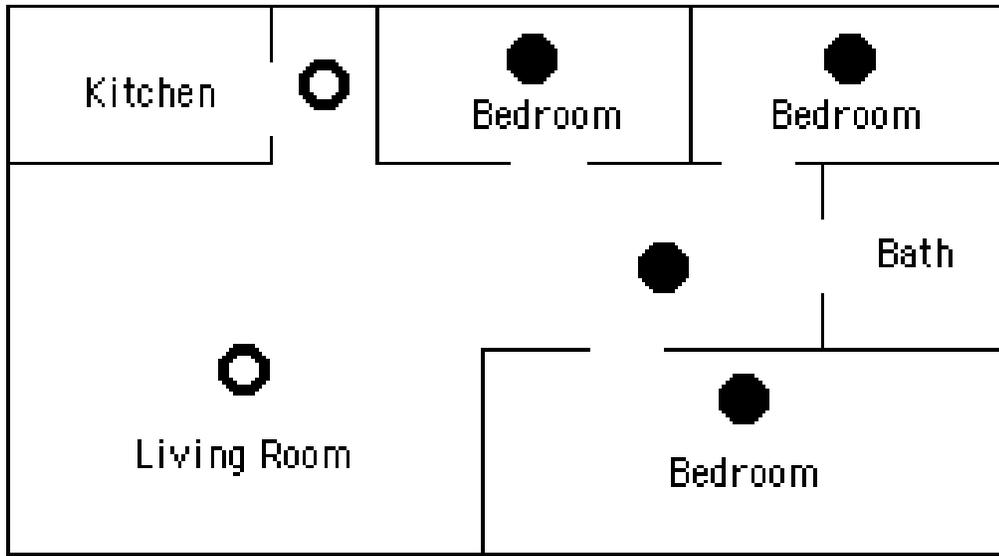
- Obtain zoning approval and a business license.
- Basement day cares must have a minimum height of 7 feet from floor to ceiling and there must be 2 acceptable means of egress. **Basement day cares must provide City of Allentown permits to show that work has been completed professionally to convert the area to a finished basement.**
- Confirm that there are no existing hazards in the structure, including known code violations, inadequate electrical or structural conditions, faulty furnaces or equipment, and lack of maintenance on the home.
- Floor level(s) to be used for the day care business must be either first floor, second floor, basement, or combination thereof. Any area used for the day care must have a second exit or approved escape window, unless it is a non-habitable area such as a bathroom.
- Existing doors and windows are operable and open fully. Two ways out are required from most spaces, rooms, and floor levels. One of these ways may be an approved window or basement access door. A basement with the only exit through the stairs to the first floor is not permitted for day care use.
- Oil burner, gas furnace or other heating system tested, cleaned and the area free of storage. Heating units cannot be a hazard to children and must have been cleaned and serviced within one year prior to the day care opening. Submit documentation listing all work performed.
- Install one **10BC** (minimum) fire extinguisher in the kitchen, about five feet to the top of the unit, and where it can be quickly reached during a stove fire. These “BC only” units are better designed for kitchen fires.
- AFD *recommends* that you install a **2A 10BC** (minimum) fire extinguisher on each floor level of your home. Install securely at five foot height, where it is visible and will not be blocked.
- Housekeeping must be neat and storage reasonable throughout the home.
- The electrical system has no open junction boxes, improper or open wiring junctions, overuse of extension cords, power strips, missing or broken cover plates, or hazards at the service panel area.
- Smoke detectors are required on **each floor level, outside of and within 15 feet of all sleeping room doors, inside all sleeping or bedrooms, and in day care areas.** Detectors located to cover the “outside bedroom areas” are permitted to also count as the required detector on that particular floor.

- Each smoke detector device must be an enclosed non-replaceable battery smoke detector unit which meets applicable UL standards and has a minimum ten year limited warranty. Keep proof of purchase including the purchase date with fire drill log.
 - Smoke detectors, if wall mounted, must have a clearance from the ceiling to the top of the detector of 4-12 inches.
 - Smoke detectors, if ceiling mounted, should be near the center of the room. They may, however, be as close as 4 inches to the wall if needed to obtain the required 3' clearance to edges of ceiling fans, vents, or other obstructions.
 - Install smoke detectors at least twenty feet horizontal from cooking appliances unless it is a photoelectric smoke alarm.
 - Install the required smoke detectors at least three feet away from bathroom doors and the edges of ceiling fans and air vents.
 - Smoke detectors must not be more than 10 years old.
- **IMPORTANT NOTE:** Smoke Alarms in Family Day Cares are permitted to be battery-powered, unless there is an existing hard-wired system. In such cases, the existing hard-wired system must be maintained per Code, and as installed, with minimum battery-powered units being added to meet additional needs. Smoke detection in Group Day Cares must be hard-wired, with battery back-up.
- *-Please note that an electrical permit from Building Standards is required for installing hard-wired smoke detectors.*
- **Applicant agrees to comply with the following operational requirements:**
- storage must be in approved areas away from ignition sources
 - do not burn candles while children are in care
 - extension cord use to be approved and safe
 - no flammable liquids in the basement, limit storage elsewhere to amounts needed, and no more than five (5) gallons total.
 - keep matches and lighters safely stored
 - cooking must be attended at all times
 - no smoking while children are in care
 - test smoke detection at minimum monthly intervals
 - conduct emergency evacuation drills per Code (every 2 months recommended)
 - staff able to evacuate all children in one trip
 - follow Title 55 requirements for child / staff ratios permitted

Smoke Detector Installation Guidelines



- (1) Smoke alarms **should not be installed within 3 ft. of the following:** the door to a kitchen, the door to a bathroom containing a tub or shower, forced air ducts used for heating or cooling, ceiling or whole house ventilating fans, or other high air flow areas.
- (2) Kitchens. Normal cooking may cause nuisance alarms. If a kitchen alarm is desired, it should have an alarm silence feature or be a photoelectric type. A kitchen detector is NOT required.
- (3) Smoke alarms and smoke detectors **shall not be installed** within a 36-inch horizontal path from the tip of the blade of a ceiling suspended (paddle) fan.
- (4) Smoke alarms or smoke detectors located within a 20-foot horizontal path of a cooking appliance **shall be equipped** with an alarm silencing means or to be of the photoelectric type.
- (5) Smoke alarms and smoke detectors **shall not be installed** within a 36-inch horizontal path from the supply registers of a forced air heating or cooling system and shall be installed outside of the direct airflow from those registers.
- (6) Avoid near fluorescent lights. Electronic “noise” may cause nuisance alarms.



 = Smoke Detectors for Minimum Protection
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